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## VIRGINIA ECC VENDOR SETTLEMENT AUTHORIZATION FORM

Vendor ID #: \_\_\_\_\_

Date: \_\_\_\_\_

Full Legal Business Name \_\_\_\_\_

Authorizes ACS, on behalf of Virginia Department of Social Services (VDSS) and its designated financial institution, Wells Fargo, and the financial institution listed below to deposit reimbursement funds to and debit from (equipment) the indicated account for activity related to the Commonwealth of Virginia's Child Care Subsidy Program subject to the terms of the Vendor Agreement.

Step 1: Choose ( ☐ ) One: ☐ First Submission ☐ Change in Banking Info

Step 2: Choose ( ☐ ) One: ☐ BUSINESS (has FEIN on file with VDSS) ☐ INDIVIDUAL (No DBA, has SSN on file with VDSS)

Step 3: Complete Vendor Information and Payment Method:

\_\_\_\_\_  
DBA (Business Name)

\_\_\_\_\_  
Authorized Individual Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/ZIP

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Authorized Signature

Payment Method - Choose ( ☐ ) One:

☐ Direct Deposit (Please see additional information In Step 4 below)

Account Type (choose one):

☐ Checking ☐ Savings

ABA Bank Routing Number

\_\_\_\_\_

Account Number

\_\_\_\_\_

☐ Debit Card (INDIVIDUAL only)

Note: This form will be rejected and may delay payment if the vendor is a BUSINESS with a DBA, has an FEIN on file with VDSS for this Vendor ID, and Debit Card payment method is selected.

Step 4:

**For checking accounts:**

- Attach a Voided Check, deposit slips **CANNOT** be accepted as a form of proof.
- You may also enclose a letter from your bank with the Routing and Account Number information printed on it.

**For savings accounts:**

- A Deposit Slip for Savings Accounts **CAN** be accepted.
- You may also enclose a letter from your bank with the Routing and Account Number information printed on it.

**NOTE: Failure to follow directions in Step 4 MAY result in funds being rejected or deposited into the wrong account.**

Step 5: Return completed form to:

ACS State & Local Solutions, Inc.  
National Retail/Vendor Management Center  
P.O. Box 80469, Austin, TX 78708  
**Questions? Contact us at: (866) 217-1076**